

Oxford Housing Authority

Regular Board Meeting

January 22, 2016

Call to Order: The meeting was called to order at 2:05 p.m. by Commissioner Elaine Barrett prior to the pledge of allegiance.

Attendance: Present: Commissioners Elaine Barrett, Kathy O'Connell, Peter Aiksnoras, and Bob Peck. Also present was David Keyser (Executive Director), Lori Caruso (Property Manager), Harry Whitcher (Maintenance), and John Tuz.

Additions to the Agenda: There were none.

Minutes: There was one correction to the minutes:

- **Uhersky** should be **Uhelsky**

Commissioner Barrett entertained a motion to accept the December 18th minutes with corrections. Commissioner Aiksnoras made a motion to accept the corrected December 18th minutes and was seconded by Commissioner Peck. Commissioner Barrett asked all those in favor of the motion to vote Aye. All were in favor.

Audience of Citizens: Tenants present: Lou Anne Evon, Virginia Keane, Marylou Bachhuber, Lenore Lyder, Muriel Sabetta, and Jeanette Laird.

Correspondence: We have received an email from Penny Fisher from CHFA, stating that our quarterly reporting has now been reduced to twice a year based on the performance of the property.

Treasurer's Report: Commissioner Aiksnoras gave his report for December as follows:

Petty Cash: \$100

Operating Cash: \$114,215.42

Stiff Account: \$234,563.08

Total: \$348,778.50

Commissioner Barrett entertained a motion to accept the December treasurer's report. Commissioner O'Connell made a motion to accept the December treasurer's report and was seconded by Commissioner Peck. Commissioner Barrett asked all those in favor of the motion to vote Aye. All were in favor.

Management and Budget:

- We had to do an independent cost certification for the Rehab Fund and are hoping to close this out by the new extended deadline for the grant of March 31st, 2016. All paperwork is in order.
- We were contacted by the Department of Housing to tell us our books should be audited as a single audit, which is a state requirement if you've received more than \$300,000 from them in a year.

Old Business:

- John Tuz presented 2 examples of locks.
- The draft documents should be ready to be sent out the first week of February. It should take about 3 weeks for the bidding. This brings a deadline of about the first week of March.
- Everyone will be given training prior to the locks being installed.
- Commissioner Barrett asked if the fob's weather well outside so they can leave a spare fob outside just in case people leave them in their apartments.
- The 6 doors that were discussed at the last meeting will be fixed soon.
- The meeting with the Fire Marshall went well. A lot of people were in attendance. It was very informative. There were a lot of tips on how to evacuate in the event of a fire. He suggested that we do one building at a time.
- Management is going to create a draft of a policy/plan for fire evacuation.
- The Fire Marshall will come back to meet with Lori in the spring and go one building at a time, cancel the alarms, and do some testing and practicing fire drills.
- He also suggested having safety captains for each building so if the staff isn't present in the event of a fire. The safety captains can take attendance for their buildings.
- He will be dropping off correspondence, the basics in case of fire that everyone will receive.
- Everyone was informed about the safety of power strips and extension cords.
- The Fire Marshall was very pleased with the fire alarm systems.
- In regards to the exterior soffit lighting on the buildings Sloss Electric has offered a proposal of \$3,500 with a \$1,500 deposit.
- Monroe Electric offered a proposal of \$200 a piece to replace the ballast and 2 of the bulbs in each fixture and if that doesn't work he will replace the timer in each of the buildings with a photocell.
- Commissioner Barrett entertained a motion to accept Sloss's proposal of \$3,500. Commissioner Aiksnoras made a motion to accept Sloss's proposal of \$3,500 and was seconded by Commissioner O'Connell. Commissioner Barrett asked all those in favor to vote Aye. All were in favor.
- Lori will be doing all of the interviews for the recertification process.

New Business: There was none.

Adjournment: Commissioner Barrett entertained a motion to adjourn at 3:13 p.m. Commissioner O'Connell made a motion to adjourn at 3:13 p.m. and was seconded by Commissioner Aiksnoras. Commissioner Barrett asked all those in favor to vote Aye. All were in favor.

Respectfully Submitted,



Stephanie Dimon

16 FEB -5 PM 3:44
TOWN OF OXFORD, CT
August A. West
TOWN CLERK

Oxford Housing Authority
Balance Sheet for December 2015
Program: CT State Elderly Project: Consolidated

	Period Amount	Balance
LIABILITIES AND SURPLUS		
LIABILITIES		
ACCOUNTS PAYABLE		
Accounts Payable - Vendors	0.00	47,484.91
Sundry Accounts Payable	0.00	229.00
TOTAL ACCOUNTS PAYABLE	<u>0.00</u>	<u>47,713.91</u>
TOTAL LIABILITIES	<u>0.00</u>	<u>47,713.91</u>
SURPLUS		
2810 Capital Grant by State of Connecticut	0.00	3,000,000.00
2813 Valuation of Fixed Assets	0.00	43,625.85
2814 Contributions by the Municipality	0.00	314,198.92
2820.1 Rehab Funds Authorized No.1	0.00	1,197,379.00
2820.2 Rehab Funds Authorized No.2	0.00	195,360.00
2821 Capital Grant - St. of CT Rehabilitation	0.00	840,807.68
RETAINED EARNINGS		
Unappropriated	5,862.81	72,856.08
Appropriated	1,720.83	271,061.75
TOTAL RETAINED EARNINGS	<u>7,583.64</u>	<u>343,917.83</u>
TOTAL SURPLUS	<u>7,583.64</u>	<u>5,935,289.28</u>
TOTAL LIABILITIES AND SURPLUS	<u>7,583.64</u>	<u>5,983,003.19</u>
PROOF	<u>0.00</u>	<u>0.00</u>